

LIBRARIAN IV

NATURE OF WORK

This is advanced professional work requiring technical skill, knowledge and experience in the field of library science.

Work involves responsibility for the application of professional library principles and procedures to the management of two major library services: the on-line computer system and either Technical Processes or Adult Services. Independent judgment is exercised in the overall management of an area with work being performed under minimum supervision. Work decisions are made in accordance with departmental policies and procedures. Work includes planning and managing system-wide services; planning and developing staff training; preparing and administering budgets; and troubleshooting computer software and equipment problems. Supervision is received from an administrative supervisor with work being reviewed through conferences, reports, and appraisals of overall effectiveness of services provided. Supervision is exercised over professional and paraprofessional personnel.

EXAMPLES OF WORK PERFORMED

Manages system-wide services such as on-line computer system and Adult Services (headquarters library circulation and reference) or Technical Processes (acquisitions and cataloging).

Participates in long-term and short-term system-wide planning to accomplish the goals and objectives of the library; develops operational budgets for computer system and Technical Processes or Adult Services.

Recommends and implements policies; drafts policy statements; develops procedures and guidelines for library services; provides input on impact of policies on library operations; performs cooperative planning with outside agencies.

Supervises staff in providing services; evaluates performance; interviews and selects job applicants.

Develops department-wide work procedures which interface with and are enhanced by the computer capabilities; monitors workflow problems and develops solutions.

Analyzes customer use of on-line database and makes modifications to facilitate use; analyzes effectiveness of microcomputer hardware and software programs for the library; recommends purchase.

Plans for and installs new software releases and equipment and trains staff in its use; troubleshoots on-line system problems including software, hardware and peripheral equipment.

Analyzes the use of services and recommends changes and improvements; coordinates work and projects with other library sections.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of the role of the library as an educational and information agency.
- Extensive knowledge of the current practices and issues of librarianship such as censorship, right to privacy, and freedom of information.
- Extensive knowledge of emerging technology for planning purposes.
- Thorough knowledge of database structure and use.
- Thorough knowledge of the history and philosophy of public libraries.
- Thorough knowledge of the principles of administration and organization of libraries.
- Thorough knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.
- Thorough knowledge of information sources and research materials.
- Ability to plan and prepare budget recommendations for section.
- Ability to identify problems and trends that may arise in the library and make recommendations for their solutions.
- Ability to plan, organize, supervise, assign, and evaluate the work of supervised employees.
- Ability to establish and maintain effective working relationships with other employees and to deal with the general public in a tactful and courteous manner.
- Ability to do original cataloging and classification.
- Ability to communicate effectively both orally and in writing.
- Ability to identify and interpret elements in bibliographic records.
- Ability to perform basic climbing, reaching, and lifting in order to lift, move, and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a master's degree in an ALA accredited library science/information program and thorough experience working in a professional library position, considerable supervisory experience, and experience managing automated library systems.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a master's degree in an ALA accredited library science program plus considerable professional library experience and supervisory experience plus experience working with an automated library system; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

5/91
Class Code Change: 8/95

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